

## **JOB DESCRIPTION**

**JOB TITLE:** Emergency Medical Technician - Basic      **GRADE:** 8

**JOB CODE:** 2350

**DATE:** 2/2000

**General Function:** Under supervision, performs responsible emergency care to injured or ill persons and provides ambulance transportation for patients to medical facilities and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Upon reporting for duty, checks operating condition of vehicles. checks gas. oil. battery water, radiator water and tire pressure.

Review reports and emergency runs from previous shifts.

Completes daily vehicle inspection report.

Responds to emergency calls. Drives ambulance to location using caution and the most expeditious route, depending on traffic and weather conditions. Observe traffic ordinances and regulations concerning emergency vehicle operation. Maintains radio contact during runs

In the absence of police, enlists the assistance of persons available to create a safe traffic environment, such as placement of road flares, removal of debris or redirection of traffic for safety

Provide immediate care to the critically ill or injured from the time the person is first seen through transportation and delivery to the care of physician or emergency room personnel at the medical facility. Decide the nature and extent of illness or injury and establishes priority for required emergency care.

If victim must be extracted from entrapment. first assesses extent of injury and administers emergency care, and then uses the prescribed techniques and necessary equipment for removing the victim safely.

Complies with prescribed regulations and procedures on the handling of the deceased.

Reports verbally and in writing observations and care of patient at the emergency scene and in transit to the medical facility emergency personnel for their record and diagnostic purposes. Transports patients to distant medical facilities for special treatments or transfer.

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Makes complete report on each run including ambulance trip ticket form, personal property form, payment receipts and any individual information requested.

Prepares ambulance for next run or trip. Replaces used linens, blankets and other supplies. Sterilizes tools and equipment. Makes thorough check of all equipment and supplies to. Cleans and washes exterior and interior of ambulance and keeps vehicles in a neat and orderly condition.

Attends training meetings. conferences and seminars as required.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures: incumbent may occasionally function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** Positions in this class are not assigned direct supervisory responsibilities.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of and training in the care and use of commonly accepted and employed emergency equipment such as suction machines, oxygen delivery systems (both installed and portable), back boards, fracture kits, emergency medical care kits, obstetrical kits, intravenous kits, stretchers of various types. light rescue tools and basic automobile mechanics.

Considerable knowledge of sanitizing and disinfecting techniques and procedures.

Considerable knowledge of traffic regulations for the safe operation of emergency vehicles.

Knowledge of safety precautions required in performance of duties.

Skill and physical coordination in carrying, lifting, climbing, hoisting and other similar maneuvers in a manner not detrimental to the patient. Co-worker or self.

Ability to give and receive verbal and written directions and instructions.

Ability to prepare and submit clear and concise reports. Visual acuity necessary for driving and examining patients (correction by lenses allowed). Courtesy. Tact. Firmness. Dependability. Sound judgment. Integrity.

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**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Graduation from an accredited high school or equivalent (GED)  
Certification by the Commonwealth of Kentucky as an Emergency  
Medical Technician (EMT).

Note: Personnel should be equally trained in each other's duties  
and responsibilities so that they may function interchangeably or  
independently in caring for multiple casualties.

The intent of this job description is to provide a representative summary of the duties and  
responsibilities that will be required of positions given this title and shall be construed  
as a declaration of the specific duties and responsibilities of any particular position.  
Employees may be requested to perform/job related tasks other than those specifically presented  
in this description.